



## **FEAM Forum Policy Officer – Biomedical Sciences**

***FEAM- the Federation of European Academies of Medicine is seeking a full-time Forum Policy Officer for its newly established European Biomedical Policy Forum.***

Starting date: As soon as possible

Duration: Initial 1 year contract with the possibility of extension.

**Contract, salary and location:** The Forum Policy Officer will be employed by FEAM, under a Belgian labour contract and based in the offices of the FEAM secretariat in Brussels. Regular travel within the EU is expected.

The initial gross monthly salary of the successful candidate will be in the region of 4.000 euro depending upon his/her experience. There will also be a number of additional employment benefits consistent with the role and the Belgian location.

Successful applicants will be given at least one month notice of the final commencement date.

### **About FEAM**

FEAM ([www.feam-site.eu](http://www.feam-site.eu)) represents a network of 18 national Academies of Medicine and Medical Sections of Academies of Sciences in Europe. Its mission is to underpin European biomedical policy with the best scientific advice drawn from its member Academies who represent more than 5000 leading scientists from across the whole biomedical spectrum. FEAM seeks to promote cooperation between the Academies and provides them with a platform to formulate a collective voice, with a European dimension, on matters concerning human and animal medicine, biomedical research, education, and health. FEAM strives to improve the health, safety and wealth of European citizens through research by promoting a nurturing, creative and sustainable environment for medical research and training in Europe.

### **About the FEAM European Biomedical Policy Forum:**

The European Biomedical Policy Forum aims to act as a catalyst for better cooperation and coordinated policy actions among European biomedical stakeholders. This new initiative from FEAM adds to the European biomedical policy arena by ensuring that stakeholders from across the sectors in Europe can discuss key issues in an independent forum.

The FEAM European Biomedical Policy Forum will be membership based, involving high-level representatives from academia, associated research charities, industry, European trade associations,

regulators, public health bodies, and patient and consumer groups.

**Tasks and Responsibilities:**

The successful applicant will be accountable to the FEAM Executive Director and the Officers of the FEAM Board and work in close cooperation with other FEAM staff members.

His/her tasks will include, among others:

- Launching the European Biomedical Policy Forum and finalise plans for governance, initial work plan and budget
- Developing contacts with potential members from across the biomedical sectors and supporting the FEAM Board in establishing and growing a balanced and active membership
- Providing policy support to Forum activities (i.e. notes of internal meetings and reports of open meetings)
- Organising internal meetings for Forum members and high-level Forum events in collaboration with the FEAM secretariat and with oversight from the FEAM Board
- Supporting the dissemination activities of the Forum and keeping Forum and FEAM members informed about their respective policy activities
- Organising a consultation process with Academies and Fellows to generate Forum topics for investigation (via a 'bottom-up' process), especially within the FEAM Member Academies, and with Forum members
- Identifying opportunities for exchanging on policy issues in the stakeholders and open meetings of Forum members and FEAM
- Keeping informed of ongoing and upcoming biomedical policy issues at the European level to inform the development of the Forum programme and FEAM related policy activities
- Providing support to FEAM member academies in strengthening their links with other biomedical stakeholders and policy decision-makers at the national level in the context of Forum activities
- Providing regular updates on progress and new developments to the Forum membership and the FEAM organisation
- Supporting the FEAM secretariat in organizational and administrative matters with respect to the project

Job profile, skills, knowledge, experience and qualifications:

- Two-three years of relevant work experience (e.g. science-based policy, event-organisation, engaging biomedical stakeholders)
- A degree or equivalent in any field covered by the work of FEAM but a relevant Master's Degree or a PhD would be an asset
- Good level of knowledge of the science-policy and regulatory interface at European level
- Excellent organisational and management skills for science policy projects
- Logistical skills for the planning and management of meetings and workshops
- Experience of working with senior representatives from science, preferably in a European-wide membership-based organisation
- Experience of delivering activities' reports of the highest quality
- Excellent oral and written proficiency in English
- Some competence in a second EU language would be of value

- Clear and confident communication skills, with the ability to communicate science policy issues to different target audiences

Interested candidates should send their CV and a motivation letter by Email to the FEAM Executive Director by Monday 17 April, 2017. [laurence.legros@feam.eu.com](mailto:laurence.legros@feam.eu.com). Please do not send any pdf documents larger than 2 MB in size.

Candidates selected for interview by the Selection Committee will be informed as soon as possible.

FEAM applies an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, religion and belief, disability or sexual orientation.

For further information:

<http://www.feam-site.eu>